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## How to sign in to WRG

1. Go to [wrg.weill.cornell.edu](http://wrg.weill.cornell.edu).

**Weill Cornell Medicine**

Weill Research Gateway (WRG)

Please select your institution from the list below.

- Weill Cornell Medicine
- Weill Cornell Medicine in Qatar
- NewYork-Presbyterian Hospital

Remember my choice for:

2. Login using your CWID and password.

**Weill Cornell Medicine**

WCM Web Login

CWID

Password

WCM Web Login Session Duration  
30 Minutes

Login

**Important Security Reminders**

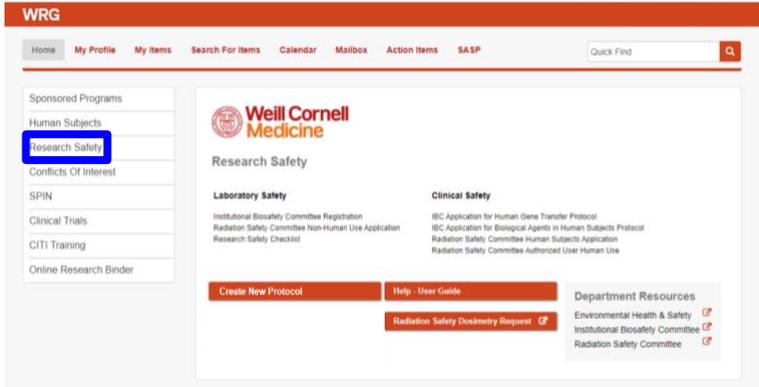
- Only type your CWID and Password into this website if it displays [login.weill.cornell.edu](http://login.weill.cornell.edu) in the URL bar.
- **WCM Web Login** allows you to access many services by only logging in once (otherwise known as Single Sign On or SSO), so **never leave your computer unattended**.
- For maximum security, **quit your web browser when you are done accessing WCM web sites and applications that require authentication**.

**Identity Management Services**

- Activate CWID
- Change Password
- Forgot Password
- Password Policy



3. Click on **Research Safety** on the main WRG menu.



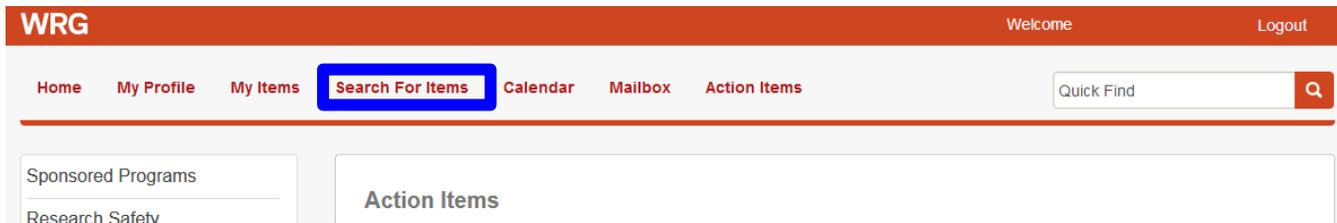
## How to Locate your Records

There are three ways to retrieve your lab records within the Research Safety module in WRG.

### OPTION 1: SEARCH BY PI

To locate all records owned by a Principal Investigator (PI):

1. Click on **Search For Items** on the top toolbar.



2. On the new pop-up window:

### Select 'Locate' Criteria

Help Close

Modules available for searching across:

- Conflicts Of Interest
  Human Subjects
  Research Safety
  Sponsored Programs

Available fields to search by

Selected fields

Search

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Record Associated Departments</li> <li><input type="checkbox"/> Record Classification Codes</li> <li><input type="checkbox"/> Record Creation Date</li> <li><input type="checkbox"/> Record Key Words</li> <li><input type="checkbox"/> Record Number</li> <li><input checked="" type="checkbox"/> Record Owner</li> <li><input type="checkbox"/> Record Owner Primary Department</li> <li><input type="checkbox"/> Record Personnel</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Record Personnel Department</li> <li><input type="checkbox"/> Record Primary Department</li> <li><input type="checkbox"/> Record Primary Sponsor</li> <li><input type="checkbox"/> Record Primary Sponsor Type</li> <li><input type="checkbox"/> Record Status</li> <li><input type="checkbox"/> Record Title</li> <li><input type="checkbox"/> Record Type</li> <li><input type="checkbox"/> Status Code Grouping</li> </ul> |
|---|---|

Record Owner  
Last, first - Pediatric

b

a

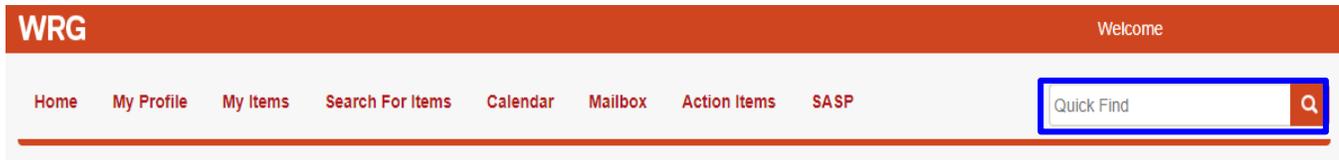
c



- a. Check **Research Safety**.
- b. Under *Available fields to search by*, check **Record Owner**.
- c. In the *Record Owner* field, type in the PI name or record number, then click **Search**.

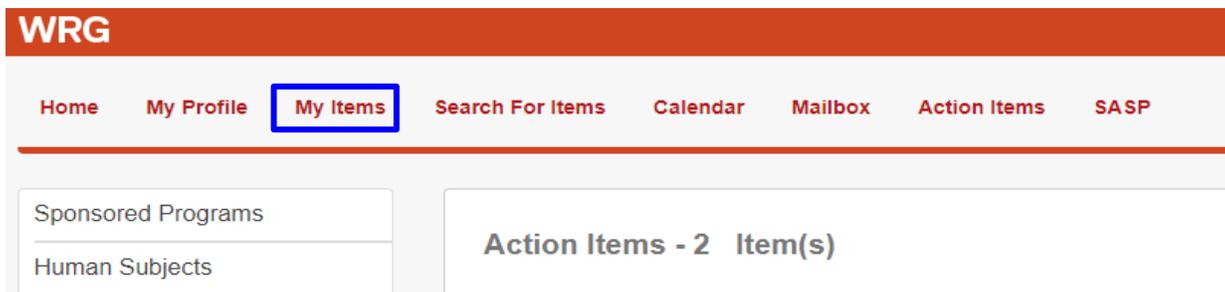
**OPTION 2: SEARCH BY RECORD NUMBER**

To locate a specific record, enter the record number in the **Quick Find** field on the top toolbar.



**OPTION 3: SEARCH FROM ALL RECORDS OWNED ACROSS ALL MODULES**

Click on **My Items** on the top toolbar.

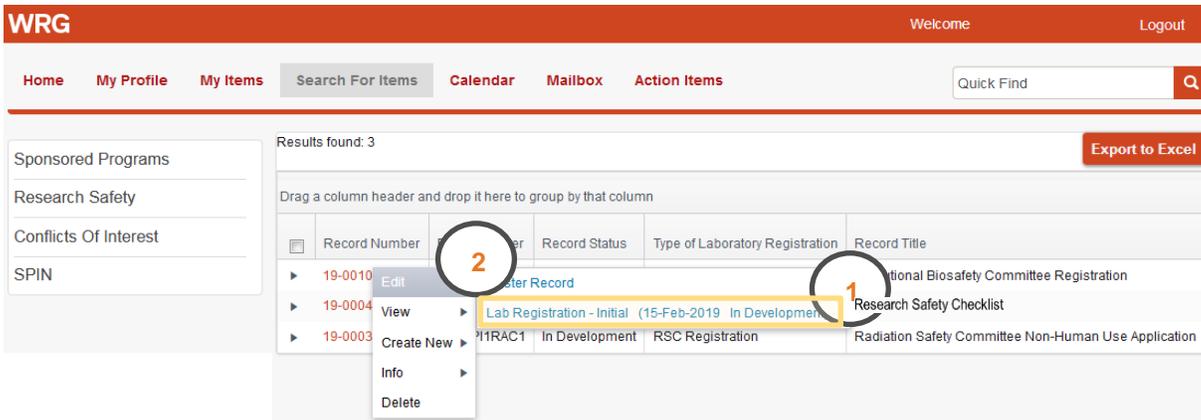


*Please note: This option will display the results differently from using **Search For Items**. **My Items** will return all records in WRG for the user who is logged in. The Records Types that are Health and Safety Protocols are the Laboratory Safety Registrations.*

**How to Edit your Records**

After locating your record(s):

1. Click on the record number.
2. On the pop-up menu, click on **Edit** and select the submission you would like to change.





## How to Locate the Institutional Biosafety Committee (IBC) Registration E-Form

1. Look up your Institutional Biosafety Committee (IBC) Registration records, and click on the desired submission.
2. On the next window, Click on the e-form link.

Record Number: 19-0010  
**Institutional Biosafety Committee Registration**  
 PH1RAC1 EHS - Faux Department with Division

Safety Protocol  
 Edit Mode  
 Change Project Info

Submissions (1) | Linkages | Summaries | Attachments (1) ?

Home > Submissions > Lab Registration - Initial > Submission

**Submission**  
 Reviews  
 Communications  
 Personnel (1)  
 Attachments (1)  
 Status History (1)

**Lab Registration - Initial**

Document/Form	Add	Type	Status	Submit
Laboratory Safety Registration		Protocol Application	Incomplete	(Mandatory Form)

Close | Print | Form History | Save | Complete



### Institutional Biosafety Committee Registration

Record Number: 19-0010  
 PI: EHS, PH1RAC1  
 Updated By: Teneka Jean-Louis 15-Feb-2019 02:58:28 PM

**General**

Registration Number: 19-0010      Submission Number: 19-0010-01

Title of Registration:  
 Institutional Biosafety Committee Registration

## How to Complete the IBC Registration E-Form

The IBC e-Form has multiple components.

### PI INFORMATION

1. The first section of the form contains the Principal Investigator (PI) Information, retrieved directly from the [WCM Directory](#). If the information displayed shows any errors, please sign into your WCM Directory profile and update your information.

[ibc@med.cornell.edu](mailto:ibc@med.cornell.edu)

**PI Information (IBC)**

Principal Investigator Name

Investigator:	Email:	Investigator @med.cornell.edu
	Phone:	+1 212 746 647 0000
	Department:	Biochemistry
	Title:	Associate Professor of Research in Biochemistry

1. Do you have a designated Administrative Contact for this registration?  Yes  No



- Next, indicate if there is an **Administrative Contact**. If made a delegate, the administrative contact will have access to the record and will receive system notifications. To make someone a delegate, a Departmental Administrator must complete the **WRG Access Form** and submit it to the IBC.

### IBC LABORATORY REGISTRATION CHANGES

The next section of the form contains a field to indicate any desired **Changes to the IBC Laboratory Registration**. Please provide a quick summary of changes to your previously approved registration, or leave the field blank if no changes are needed.

General

Introduction (IBC)

PI Information (IBC)

Changes to the IBC Laboratory Registration (IBC)

Applicability Questions (IBC)

Overview of Laboratory Research (IBC)

Certification (IBC)

All Pages

Changes to the IBC Laboratory Registration (IBC)

1. Provide a summary of changes to your previously approved IBC Laboratory Registration (e.g., addition/deletion of biological agent(s), changes to recombinant or synthetic nucleic acid research (e.g., new host, vector, or DNA source)).

Applicability Questions (IBC)

### APPLICABILITY QUESTIONS

In this section, check the boxes that apply to the work being performed in the lab.

- Question 1 addresses the samples/specimen the lab is working with. If infectious, these specimen must be accounted for in the Biological/Microbiological Agents table.

1. Does the laboratory work with blood, tissue, body fluids, primary cells or cell lines of human or non-human primate origin?  
 Yes  No

1.1. From which source(s)?  
 Human  
 Primate

1.2 Are any of these samples known to be infections?  Yes  No

1.2.1 Please describe:

**NOTE: These materials must also be accounted for in the Biological/Microbiological Agents table below**

- Question 2 addresses the **biological materials** the lab works with. Place your cursor on top of each option to access the definition of each material.

Research (IBC)

Certification (IBC)

All Pages

Applicability Questions (IBC)

1. Does the laboratory work with blood, tissue, body fluids, primary cells or cell lines of human or non-human primate origin?  
 Yes  No

2. Which of the following biological materials does the Laboratory work with:

Recombinant DNA/Genetically Modified Agents

Biological Agents from Risk Groups 2, 3, 4

Select Agents or Toxins: Bacteria, Fungi, Parasites, Prions, Rickettsia, Viruses or Agent

Transgenic Animals

None



## OVERVIEW OF LABORATORY RESEARCH

In this section, provide an overview of the **laboratory's research goals**, and explain how each agent will be used as part of the research goals (e.g., in vivo and in vitro models).

### Overview of Laboratory Research (IBC)

1. In a few paragraphs, provide a brief overview of the laboratory's research goals. In addition, describe how recombinant or synthetic nucleic acid molecules, biological agents, in vivo or in vitro models or select agent research is related to those goals (e.g., overview from the investigator's WCM VIVO Webpage):

## EXEMPT RECOMBINANT DNA

- If you checked the *Exempt* box in the **Recombinant DNA/Genetically Modified Agents** option on the previous [Biological Materials](#) section, the **Exempt Recombinant DNA** section will appear next. Please fill out this section entirely.

### Applicability Questions (IBC)

- Does the laboratory work with blood, tissue, body fluids, primary cells or cell lines of human or non-human primate origin?  
 Yes  No
- Which of the following biological materials does the Laboratory work with:
  - [Recombinant DNA/Genetically Modified Agents](#)
  - [Exempt or Non-Exempt Recombinant Nucleic Acid Experiments](#)
    - Exempt
    - Non-Exempt
  - [Biological Agents from Risk Groups 2, 3, 4](#)
  - [Select Agents or Toxins](#)
  - Transgenic Animals
  - None



### Exempt Recombinant DNA (IBC)

This section is intended to describe common experiments considered exempt/low risk by the NIH guidelines. Examples include: expression of recombinant nucleic acid in tissue culture, work in *E. coli* (K12) or yeast.

- Will rDNA be propagated in prokaryotic host(s) (i.e. *Escherichia coli*)?  
 Yes  No
- Select all experiments which use *Escherichia coli* as host-vector systems (e.g., K-12, DH5a, HB 101, STBL2, TOP10):
  - Cloning vector
  - Bacterial Expression Vector
  - Protein expression
  - Plasmid/Vector Propagation
  - YAC
  - Other
- Is DNA from Risk Group 2, 3, or 4 agent transferred into a nonpathogenic prokaryote?  
 Yes  No
- Are recombinant or synthetic nucleic acid molecules containing genes for the biosynthesis of toxin molecules being expressed?  
 Yes  No
- Describe or list gene or gene families from being manipulated.
- Will rDNA experiments use *Saccharomyces* as host-vector systems (e.g. *S. uvarum*, *S. pombe*, *S. cerevisiae*)?  
 Yes  No
- Will recombinant or synthetic nucleic acid molecules be propagated and/or maintained in cells in tissue culture?  
 Yes  No
- Other DNA/RNA Experiments not in an organism being conducted in the laboratory:
  - Isolation of DNA/RNA
  - RT-PCR, PCR
  - Electroporation of nucleic acid
  - Introduction of siRNA, shRNA, mRNA, miRNA
  - CRISPR/Cas9
  - Other

**Note:** the work described here does not need to be added to the *Recombinant Table*, unless specified (e.g., if checking yes to questions 1.2 or 1.3 highlighted).



2. If you checked the *Non-Exempt* box in the **Recombinant DNA/Genetically Modified Agents** option on the previous [Biological Materials](#) section, the **Recombinant Table** section will appear next. Please fill out this section entirely.

**Applicability Questions (IBC)**

1. Does the laboratory work with blood, tissue, body fluids, primary cells or cell lines of human or non-human primate origin?  
 Yes  No

2. Which of the following biological materials does the Laboratory work with:

[Recombinant DNA/Genetically Modified Agents](#)

[Exempt or Non-Exempt Recombinant Nucleic Acid Experiments?](#)  
 Exempt  Non-Exempt

[Biological Agents from Risk Groups 2, 3, 4](#)

[Select Agents or Toxins](#)

Transgenic Animals

None



**Recombinant DNA (IBC)**

1. Recombinant Microorganism Tracking Table:

a Add

🗑️	▼	Select Microorganism for Recombinant work:	<input type="text"/>
		List strains/serotypes for constructs (if you have large numbers, list indicative examples):	<input style="width: 100%;" type="text"/>
		What is the ability of recombinant microorganism to replicate in the cell in which it will be grown?*	<input type="checkbox"/> Attenuated <input type="checkbox"/> Replication Competent <input type="checkbox"/> Replication Incompetent/Deficient <input type="checkbox"/> Self-Inactivating <input type="checkbox"/> Unknown
		In what cell or cell type will the recombinant microorganism or vector be propagated or packaged in (e.g. 293T Cell)?	<input style="width: 100%;" type="text"/>
		Recombinant microorganism used <i>in vivo</i> (animal model) or <i>in vitro</i> (in culture)	<input type="text"/>
		In what cell type(s) will the recombinant microorganism or vector be expressed?	<input type="checkbox"/> Animal <input type="checkbox"/> Bacterial <input type="checkbox"/> Fungal <input type="checkbox"/> Human <input type="checkbox"/> Insect <input type="checkbox"/> Other
		List the recombinant gene or gene family to be inserted, deleted, upregulated or downregulated.	<input style="width: 100%;" type="text"/>
		What is the original source(s) species of the DNA/RNA?	<input type="checkbox"/> Bacteria <input type="checkbox"/> Bacteriophage <input type="checkbox"/> Fungi <input type="checkbox"/> Human <input type="checkbox"/> Jellyfish <input type="checkbox"/> Murine <input type="checkbox"/> Other <input type="checkbox"/> Parasite <input type="checkbox"/> Virus <input type="checkbox"/> Zebrafish

**Note:** Fill out the table with recombinant microorganism only. If you need to add more agents, click **Add** at the top right corner. If you need assistance completing this section, please contact your Safety Advisor.



3. If you checked the *Biological Agents from Risk Groups 2, 3, 4* box in the **Recombinant DNA/Genetically Modified Agents** option on the previous [Biological Materials](#) section, the **Biological/Microbiological Agents** section will appear next. Please fill out this section entirely.

Biological/Microbiological Agents (IBC)

1. Microorganism Tracking Table:



Applicability Questions (IBC)

1. Does the laboratory work with blood, tissue, body fluids, primary cells or cell lines of human or non-human primate origin?  
 Yes  No
2. Which of the following biological materials does the Laboratory work with:
- [Recombinant DNA/Genetically Modified Agents](#)
  - [Biological Agents from Risk Groups 2, 3, 4](#)
  - [Select Agents or Toxins](#)
  - Transgenic Animals
  - None



<input type="text" value="Select Microorganism for Biological/Microbiological work:"/>	
<input type="text" value="List strains/serotypes for constructs (if you have large numbers, list indicative examples):"/>	
What is the ability of recombinant microorganism to replicate in the cell in which it will be grown?	<input type="checkbox"/> Attenuated <input type="checkbox"/> Replication Competent <input type="checkbox"/> Replication Incompetent/Deficient <input type="checkbox"/> Self-Inactivating <input type="checkbox"/> Unknown
<input type="text" value="Microorganism used in vivo (animal model) or in vitro (culture model):"/>	
Types of manipulations performed or planned related to named microorganism:	<input type="checkbox"/> Conduct Multiplicity of infection (MOI) studies <input type="checkbox"/> Culturing <input type="checkbox"/> Introduction into animal model <input type="checkbox"/> Isolation DNA/RNA <input type="checkbox"/> Other
<input type="text" value="Additional Information related to Human Exposure:"/>	
Will you be conducting an experiment that introduces <a href="#">this microorganism into whole animals</a> in your laboratory?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Note:** If you need to add more agents, click **Add** at the top right corner.





### CERTIFICATION

In the next section, please read and acknowledge PI responsibilities. Links to the IBC Reporting Policy and EHS Program Manual are included at the bottom. **Note:** by completing the form, the PI agrees to the statements in the Certification section.

#### Certification (IBC)

- The above information is true to the best of my knowledge
- I have made available to my staff instruction and training specific to laboratory protocols describing routes of exposure, symptoms of disease, treatments and other pathogen-specific information.
- I understand that in accordance with NIH Guidelines and WCM requirements, the IBC section of this Laboratory registration must be kept up-to-date and resubmitted for IBC approval by following the directions and policies found on the [WCM IBC Website](#)
- I understand that, unless specifically noted by the IBC, no health surveillance policy will be instituted for research at BSL-1 or BSL-2 levels, but that I am responsible for reporting illness among laboratory personnel (or human gene transfer subjects, if applicable) which affects single individuals repeatedly or multiple individuals, either at the same time or in some close sequence. I am also responsible for reporting even sporadic instances of unusual or life-threatening diseases such as leukemias, lymphomas, or chronic disabilities due to nervous, respiratory, renal, or gastrointestinal illness to the IBC. Individuals with work-related illnesses and injuries will continue to report directly to Workforce Health and Safety, in accordance with:

1. [IBC Incident Reporting Policy](#)
2. [Environmental Health & Safety Program Manual](#)

### COMPLETING THE IBC REGISTRATION

To complete the form, click the **Complete** box on the top right corner.



## Institutional Biosafety Committee Registration

Record Number: 19-0010  
 PI: EHS, P11RAC1  
 15-Feb-2019 02:58:28 PM

Updated By:

- General
- Introduction (IBC)
- PI Information (IBC)
- Applicability Questions (IBC)
- Overview of Laboratory Research (IBC)
- Certification (IBC)
- All Pages

**General**

Registration Number: 19-0010      Submission Number: 19-0010-01

Title of Registration:  
 Institutional Biosafety Committee Registration



## Submitting the IBC Registration

1. After marking the IBC registration status as complete, click **Submit**.

**Note:** Once the **Submit** button is pressed by the PI, the submission will be automatically routed to the IBC. If a Lab Coordinator/Manager submits on the PI's behalf, the submission will be sent to the PI for approval as an action item.

Record Number 19-0010 **Institutional Biosafety Committee Registration** PI1RAC1 EHS - Faux Department with Division Safety Protocol Edit Mode

**Done Save** **Change Project Info**

Submissions (1) Linkages Summaries Attachments (1) Communications ?

Home > Submissions > Lab Registration - Initial > Submission

**Submission**

Reviews Communications Personnel (1) Attachments (1) Status History (1)

### Lab Registration - Initial

Document/Form	Add	Type	Status	
Laboratory Safety Registration		Protocol Application	Incomplete	<b>Submit</b> (Mandatory Form)

2. After clicking **Submit**, click **Continue**. The submission will be sent to the IBC for pre-review.

Protocol **20-0026 - Dr. Lishomwa (Lish) Ndhlovu** "Institutional Biosafety Committee Registration" (Changes Required)

Refresh Route **Route Path - IBC Route (LSR)** Add New Person to Review Path **Continue**

Step 1	<b>PI Approval</b>	Dr. Lishomwa (Lish) Ndhlovu	
Step 2	<b>Regulatory Coordinator</b>	Teneka Jean-Louis	
	<b>Regulatory Coordinator</b>	Wendy Kresge	
Step 3	<b>Regulatory Coordinator</b>	Katarzyna Lejb	
	<b>BSO Approval</b>	Scott W. Finkernagel	
Step 4	<b>FYI: Posted to IBC Agenda</b>	Dr. Lishomwa (Lish) Ndhlovu	

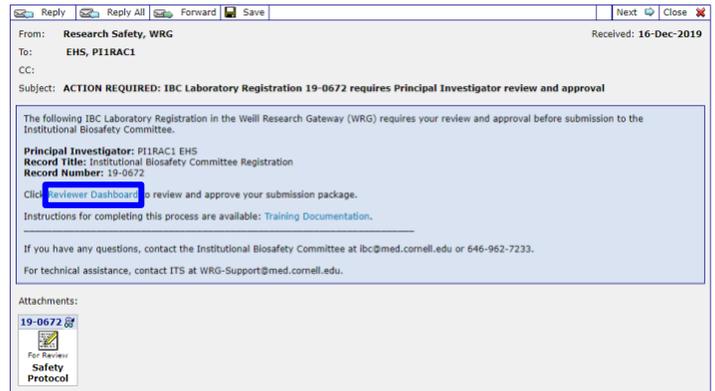
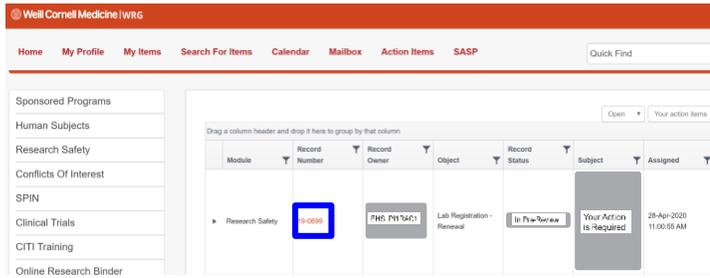
*No comments have been recorded yet*

The IBC Lab Registration can be initially submitted by the PI or the Lab Safety Coordinator, Safety Advisor, or EHS Regulatory Coordinator.

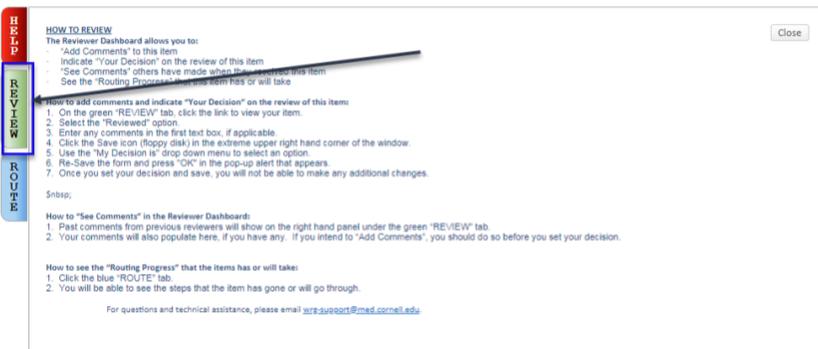


**IF SUBMITTED ON BEHALF OF THE PI**

1. The PI will receive an email from WRG and an action item, which will also appear on the WRG-RS home screen. Both notifications include links to the review dashboard.

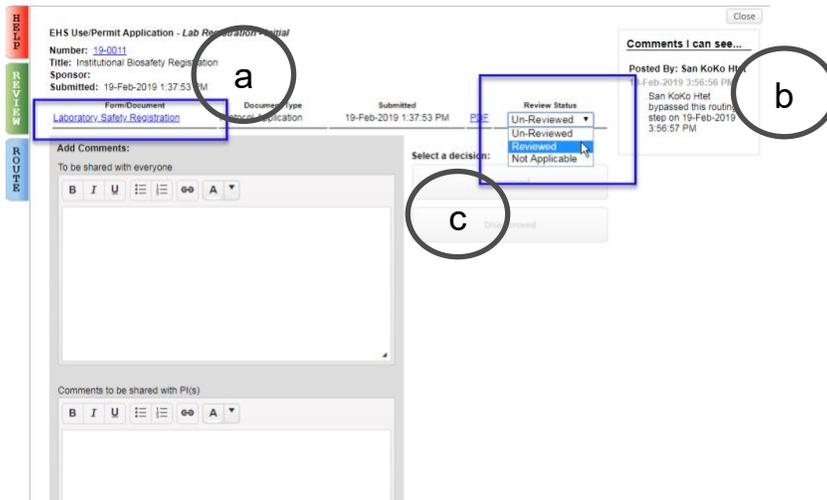


2. On the review dashboard, click on the **Review** tab.



3. Verify form information:
  - a. Access the completed form and review.
  - b. Change review status to **Reviewed**.
  - c. Click **Approved**.

**Note:** if changes are needed, open the form and uncheck the **Complete** box to edit. Once done, re-check the box and follow steps b and c above.





- Read and accept the **Certification Statement**. The submission will now be routed to the IBC.

**CERTIFICATION STATEMENT**

- The information in the registration is true to the best of my knowledge
- I have made available to my staff instruction and training specific to laboratory protocols describing routes of exposure, symptoms of disease, treatments and other pathogen-specific information.
- I understand that in accordance with NIH Guidelines and WCM requirements, the IBC section of this Laboratory registration must be kept up-to-date and resubmitted for IBC approval by following the directions and policies found on the [WCM IBC Website](#)

### How to Address Comments from IBC

After submission, the registration will be pre-reviewed by the IBC. The IBC may send the submission back to the PI if any issues are found. The IBC may send notes in the form or separately.

### COMMENTS OUTSIDE THE FORM

- Click on **Show Route**.

**Record Number**  
19-0010

**Done** **Save**

**Institutional Biosafety Committee Registration**

P11RAC1 EHS - Faux Department with Division

Safety Protocol

Edit Mode

**Change Project Info**

[Submissions \(1\)](#)   [Linkages](#)   [Summaries](#)   [Attachments \(1\)](#)   [Communications](#)   ?

Home > Submissions > Lab Registration - Initial > Submission

**Submission**

[Reviews](#)

[Communications](#)

[Personnel \(1\)](#)

[Attachments \(1\)](#)

[Status History \(1\)](#)

### Lab Registration - Renewal

Submission Number: 19-0440-03   Created on: 26-Jul-2019   Status: Changes Required

\*Clicking continue/submit will refresh the route based on current submission data. Only do this when you are ready to proceed.

Document/Form	Add	Type	Status
<span style="border: 2px solid blue; border-radius: 50%; padding: 2px 5px;">Show Route</span> (Route History) <b>Submit</b>			



The routing window will pop up, with comments at the bottom.

Active Routing Progress

Open Full

19-0440 - Dr. Juan R Cubillos-Ruiz "Institutional Biosafety Committee Registration"

Route Name	Route Type	Step Number/Name	Who	Notified	Decision	Insert	Remove
IBC Route (LSR)	Final Review	Step 2 - Regulatory Coordinator	Teneka Jean-Louis	04-Sep-2019 6:36:55 PM	Approved - Approved		
IBC Route (LSR)	Final Review		Wendy Kresge	04-Sep-2019 6:36:56 PM	Not Applicable -		
IBC Route (LSR)	Final Review		Katarzyna Lejb	04-Sep-2019 6:36:56 PM	Not Applicable -		
IBC Route (LSR)	Final Review	Step 3 - BSO Approval	Scott W. Finkernagel	05-Sep-2019 10:40:28 AM	DisApproved - Disapproved		
IBC Route (LSR)	Final Review	Step 4 - Returned for revisions	Dr. Juan R Cubillos-Ruiz	05-Sep-2019 12:21:32 PM	Informed -		
IBC Route (LSR)	Final Review	Step 1 - PI Approval	Dr. Juan R Cubillos-Ruiz				
IBC Route (LSR)	Final Review	Step 2 - Regulatory Coordinator	Wendy Kresge				
IBC Route (LSR)	Final Review		Katarzyna Lejb				
IBC Route (LSR)	Final Review		Teneka Jean-Louis				
IBC Route (LSR)	Final Review	Step 3 - BSO Approval	Scott W. Finkernagel				
IBC Route (LSR)	Final Review	Step 4 - FYI: Posted to IBC Agenda	Dr. Juan R Cubillos-Ruiz				

Comments

Posted By: Scott W. Finkernagel

05-Sep-2019 12:21:32 PM

Comments to address within the WRG IBC lab registration form.

COMMENTS INSIDE THE FORM

Items that need to be addressed will be marked with a or symbol.

1. Click on the symbol on the left-hand side to bring you directly to the question that needs to be addressed. You can also click on the **Comments** panel button at the top of the form.



- 2. Double-click on the symbol next to the question to bring up the comment within the comments panel. To resolve the issue, press **Reply** and type in your response.

Comment Filter By: [dropdown] [dropdown] Clear Sort By: [dropdown] Ascending [dropdown] Clear

1. In a few paragraphs, provide a brief overview of the laboratory's research goals. In addition, describe how recombinant or synthetic nucleic acid molecules, biological agents, in vivo or in vitro models or select agent research is related to those goals (e.g., overview from the investigator's WCM VIVO Webpage): Comment

**P** From: Jean-Louis, Teneka To: Principal Investigator - EHS

Please elaborate on the proposed experiments.

13-Apr-2020 11:45 AM Reply Forward

You can also route your response:

- a. Click on the **To** button to change the recipient to Principal Investigator-EHS
  - b. Type in your response and provide an explanation if needed. **Note:** you can also update the form and type "see updated form".
  - c. Click **Post**.
- Note:** to delete a post, click **Clear**.

Comment Filter By: [dropdown] [dropdown] Clear Sort By: [dropdown] Ascending [dropdown] Clear

23-Apr-2020 03:41 PM Reply Forward

**C** a Finkenagel, Scott W.; Jean-Louis, Teneka ; Lu, Theresa  
Principal Investigator - EHS  Response Required  
 Make Comment Public

**Post** **To...**

**Subject**  
1. In a few paragraphs, provide a brief overview of the laboratory's research goals. In addition, describe how recombinant or synthetic nucleic acid molecules, biological agents, in vivo or in vitro models or select agent research is related to those goals (e.g., overview from the investigator's WCM VIVO Webpage):

**Message**

**B I U** abc [text alignment icons] [list icons] [math icons] [table icon] Format [dropdown]  
(inherited font) (inherited size) [font color] [background color] [text color]

b

- 3. Next, correct the question by unchecking the **Complete** check box and revise the previous answer given, then re-check when done.



Institutional

Close Print Form History Review Summary Save Comments Panel Complete

Biosafety Committee Registration



- After correcting all issues, re-submit by clicking **Submit**. **Note:** Once the **Submit** button is pressed by the PI, the submission will be automatically routed to the IBC. If a Lab Coordinator/Manager submits on the PI's behalf, the submission will be sent to the PI for approval as an action item.

Record Number: 19-0010  
**Institutional Biosafety Committee Registration**  
 PI1RAC1 EHS - Faux Department with Division

Safety Protocol  
 Edit Mode  
 Change Project Info

Done Save

Submissions (1) Linkages Summaries Attachments (1) Communications ?

Home > Submissions > Lab Registration - Initial > Submission

### Lab Registration - Renewal

Submission Number: 19-0440-03 Created on: 26-Jul-2019 Status: Changes Required

\*Clicking continue/submit will refresh the route based on current submission data. Only do this when you are ready to proceed.

Document/Form	Add	Type	Status	Actions
Laboratory Safety Registration		Protocol Application	Incomplete	Show Route (Route History) <b>Submit</b>

Submission  
 Reviews  
 Communications  
 Personnel (1)  
 Attachments (1)  
 Status History (1)

## Modification Required

If the IBC requests changes to your IBC registration, its status will change to **Modification Required**. This change will prompt an email (shown on the left) and a notification in WRG along with an action item (shown on the right).

Subject: Protocol Number: 20-0088 - NOTIFICATION: PI1QA EHS's Testing 1900, Record 20-0088, Status: Modifications Required

The following Laboratory Safety Registration submitted in the Weill Research Gateway (WRG) has been reviewed by the committee. Committee approval is pending once modifications identified in the application are completed and re-submitted by the Principal Investigator to the committee.

**Principal Investigator:** PI1QA EHS  
**Record Title:** Testing 1900  
**Record Number:** 20-0088  
**Application Status:** Modifications Required

Please login to review and edit your application.

If you have any questions, please contact the appropriate committee or call 646-962-7233:

- Institutional Biosafety Committee (IBC): [ibc@med.cornell.edu](mailto:ibc@med.cornell.edu)
- Radiation Safety Committee (RSC): [rscc@med.cornell.edu](mailto:rscc@med.cornell.edu)

For technical assistance, contact ITS at [WRG-Support@med.cornell.edu](mailto:WRG-Support@med.cornell.edu).

Instructions for completing this process are available: [Training Documentation](#).  
[Log In](#)

Task/Assignment [I am done] [Close]

Drag a column header and drop it here to group by that column

Module	Record Number	Record Owner	Object	Record Status	Subject	Assigned
Research Safety	20-0088	EHS, PI1QA	Lab Registration - Initial	Modifications Required	NOTIFICATION: PI1QA EHS's Testing 1900, Record 20-0088, Status: Modifications Required	23-Apr-2020 4:47:22 PM

Record Title: Testing 1900  
 Item Type: Action Item  
 Assigned Date: 23-Apr-2020 04:47 PM  
 Open Items: 0

The following Laboratory Safety Registration submitted in the Weill Research Gateway (WRG) has been reviewed by the committee. Committee approval is pending once modifications identified in the application are completed and re-submitted by the Principal Investigator to the committee.  
**Principal Investigator:** PI1QA EHS  
**Record Title:** Testing 1900  
**Record Number:** 20-0088  
**Application Status:** Modifications Required  
 Please login to review and edit your application. If you have any questions, please contact the appropriate committee or call 646-962-7233:

- Institutional Biosafety Committee (IBC): [ibc@med.cornell.edu](mailto:ibc@med.cornell.edu)
- Radiation Safety Committee (RSC): [rscc@med.cornell.edu](mailto:rscc@med.cornell.edu)

For technical assistance, contact ITS at [WRG-Support@med.cornell.edu](mailto:WRG-Support@med.cornell.edu). Instructions for completing this process are available: [Training Documentation](#).

The following Laboratory Safety Registration submitted in the Weill Research Gateway (WRG) has been reviewed by the committee. Committee approval is pending once modifications identified in the application are completed and re-submitted by the Principal Investigator to the committee.  
**Principal Investigator:** PI1QA EHS

## MODIFYING THE REGISTRATION

- Scroll down and click on **Laboratory Safety Registration**.

The following Laboratory Safety Registration submitted in the Weill Research Gateway (WRG) has been reviewed by the committee. Committee approval is pending once modifications identified in the application are completed and re-submitted by the Principal Investigator to the committee.

**Principal Investigator:** PI1QA EHS  
**Record Title:** Testing 1900  
**Record Number:** 20-0088  
**Application Status:** Modifications Required

Please login to review and edit your application. If you have any questions, please contact the appropriate committee or call 646-962-7233:

- Institutional Biosafety Committee (IBC): [ibc@med.cornell.edu](mailto:ibc@med.cornell.edu)
- Radiation Safety Committee (RSC): [rscc@med.cornell.edu](mailto:rscc@med.cornell.edu)

For technical assistance, contact ITS at [WRG-Support@med.cornell.edu](mailto:WRG-Support@med.cornell.edu). Instructions for completing this process are available: [Training Documentation](#).

Document/Form	Add	Type	Status	Actions
Laboratory Safety Registration		Laboratory Safety	Completed	PDF Show Route (Route History) (Mandatory Form)



2. Uncheck the **Complete** box to make changes to the form, then re-check when done.
3. Once you are done with your edits, click **I Am Done** within the Task/Assignment window of the action item. Your edits will now route to the IBC. If changes are approved, you will be notified via email.

I am done
Close

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Module	Record Number	Record Owner	Object	Record Status	Subject	Assigned
<input checked="" type="checkbox"/>	Research Safety	20-0088	EHS, P11QA	Lab Registration - Initial	Modifications Required	NOTIFICATION: P11QA EHS's Testing 1900, Record 20-0088, Status: Modifications Required	23-Apr-2020 4:47:22 PM

### Research Safety Checklist E-Form

This EHS form has multiple components. **Note:** *The Laboratory Roster and Laboratory Spaces uploaded within the Research Safety Checklist form are also attached to this page.*

1. Locate the Research Safety Checklist Registration record.
2. On the next window, click the link to the e-form.

Record Number  
19-0108

Done Save

**Research Safety Checklist**

Dr. Carl F. Nathan - Microbiology and Immunology

Safety Protocol

[Edit Mode](#)

Change Project Info

Submissions (1)
Linkages (2)
Summaries
Attachments (3)
Communications
?

Home > Submissions > Lab Registration - Initial > Submission

**Submission**

[Reviews](#)

[Communications](#)

[Personnel \(1\)](#)

[Attachments \(3\)](#)

[Status History \(2\)](#)

**Lab Registration - Initial**      Submission Number: 19-0108-01    Created on: 07-Jan-2019    Status: In Pre Review

Document/Form	Add	Type	Status	Show Route	(Route History)
Lab Roster		Other	Completed		(Mandatory Form)
Laboratory Safety Registration		Laboratory Safety	Completed	PDF	(Mandatory Form)
Laboratory Spaces		Other	Completed		(Mandatory Form)

3. The e-form will open in a new window. Complete the form.

Close Print Form History Save Complete

## Research Safety Checklist

Record Number: 19-0108

PI: P11RAC1 EHS

Updated By: P11RAC1 EHS    01-Feb-2019 03:31:00 PM

**General**

[Introduction \(EHS\)](#)

[PI Information \(EHS\)](#)

[Laboratory Space Management \(EHS\)](#)

[Chemical Safety \(EHS\)](#)

[General Laboratory Safety \(EHS\)](#)

**General**

Registration Number:  
19-0108

Submission Number:  
19-0108-01

Title of Registration:

Research Safety Checklist

Environmental Health and Safety | Weill Cornell Medicine    TEL 646-962-7233    WEB weill.cornell.edu/ehs    EMAIL ehs@med.cornell.edu

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4. Before completing the form, verify the **Complete** box is unchecked.



Close Print Form History Save **Complete**

### Research Safety Checklist

Record Number: 19-0153

PI: Mason, Christopher E

Updated By: Teneka Jean-Louis 01-Feb-2019 03:31:00 PM

- General
- Introduction (EHS)
- PI Information (EHS)
- Laboratory Space Management (EHS)
- Chemical Safety (EHS)
- General Laboratory Safety (EHS)
- Equipment Safety Assessment (EHS)
- Hazardous Materials Shipping Safety Assessment (EHS)
- Chemical Waste Management (EHS)
- Biological Safety (EHS)
- Radiation Safety (EHS)
- Comments (EHS)
- Certification (EHS)
- All Pages

#### General

Registration Number: 19-0153 Submission Number: 19-0153-01

Title of Registration:  
Research Safety Checklist

Select the type of Laboratory Registration you are completing:  
EHS Registration

#### Introduction (EHS)

The Environmental Health and Safety (EHS) Research Safety Checklist serves two important functions: (1) risk assessment tool for the College which is used to identify and address various hazards in research; and (2) checklist to provide Principal Investigators with a comprehensive tool for recognizing hazards and compliance issues in research.

If you have any questions regarding this form please contact EHS at (646)-962-7233 or email [ehs@med.cornell.edu](mailto:ehs@med.cornell.edu). More information can be found on our website at [ehs.weill.cornell.edu](http://ehs.weill.cornell.edu).

#### PI Information (EHS)

### PI INFORMATION

1. The first section of the form contains the Principal Investigator (**PI**) **Information**, retrieved directly from the [WCM Directory](#). If the information displayed shows any errors, please sign into your WCM Directory profile and update your information.

#### PI Information (EHS)

Name: Nathan, Carl F.

Full Name:	Nathan, Carl F.
Address 1:	1300 York Avenue
Address 2:	
City:	New York
State:	NY
County:	New York
Zip:	10065-0000
Email:	cnathan@med.cornell.edu
Phone:	+1 212 746 6505
Department:	Microbiology and Immunology
Title:	Professor of Microbiology and Immunology



2. Next, indicate if there is an **Administrative Contact**. If made a delegate, the administrative contact will have access to the record and will receive system notifications. To make someone a delegate, a Departmental Administrator must complete the **WRG Access Form** and submit it to the IBC.

1. Do you have a designated [Laboratory Manager/Laboratory Safety Coordinator](#) to serve as the primary contact with EHS? If no, you will be responsible for conducting day-to-day safety activities and serve as the primary contact.  Yes  No

1.1. Please add all personnel who are Laboratory Managers/Laboratory Safety Coordinators:

Name:	Burns-Huang, Kristin	
Full Name:	Burns-Huang, Kristin	
Address 1:	413 East 69th Street	
Address 2:		
City:	New York	
State:	NY	
County:	New York	
Zip:	10021-5608	
Email:	krb2013@med.cornell.edu	
Phone:	+1 646 962 6205	
Indicate which space(s) this person manages:	BB1150, 1151, 1148, 1144, 1147, 1153, 1179, B402, B408,B410A, BB0057, 0058, 0059, 0062, 0065, 0066, 0067	

3. Verify your **Lab Roster** spread sheet is accurate and complete. If any lab personnel is physically impaired, please list their names in **question 3**.

Lab Roster

2. Please upload a copy of your lab roster.

3. Please list any personnel who are [physically impaired](#):

Laboratory Space Management (EHS)

1. Please upload a list of all of your laboratory spaces.



Click on this icon to view



Click on this icon to upload



Click on this icon to delete attachment

4. When you're done, click **Complete**. **Note:** your Safety Advisor will assist you in completing this form and uploading the lab and space rosters during annual inspection. Please verify that the information on the form is still accurate and complete.



## Research Safety Checklist

Record Number: 19-0153

PI: Mason, Christopher E

Updated By: Teneka Jean-Louis 01-Feb-2019 03:31:00 PM

General

General



- After completing the Research Safety Checklist, click **Submit**. **Note:** Once the **Submit** button is pressed by the PI, the submission will be automatically routed to the IBC. If a Lab Coordinator/Manager submits on the PI's behalf, the submission will be sent to the PI for approval as an action item.

Record Number 19-0108 **Research Safety Checklist** Dr. Carl F. Nathan - Microbiology and Immunology Safety Protocol Edit Mode

**Done Save** **Change Project Info**

Submissions (1) Linkages (2) Summaries Attachments (3) Communications ?

Home > Submissions > Lab Registration - Initial > Submission

**Submission** **Lab Registration - Initial** Submission Number: 19-0108-01 Created on: 07-Jan-2019 Status: In Pre Review **Submit**

Document/Form	Add	Type	Status
Lab Roster		Other	Completed (Mandatory Form)
Laboratory Safety Registration		Laboratory Safety	Completed PDF (Mandatory Form)
Laboratory Spaces		Other	Completed (Mandatory Form)

The IBC Lab Registration can be initially submitted by the PI or the Lab Safety Coordinator, Safety Advisor, or EHS Regulatory Coordinator.

**IF SUBMITTED ON BEHALF OF THE PI**

- The PI will receive an email from WRG and an action item, which will also appear on the WRG-RS home screen. Both notifications include links to the review dashboard.

Well Cornell Medicine | WRG

Home My Profile My Items Search For Items Calendar Mailbox Action Items SASP Quick Find

Sponsored Programs Human Subjects Research Safety Conflicts Of Interest SPIN Clinical Trials CITI Training Online Research Binder

Module	Record Number	Record Owner	Object	Record Status	Subject	Assigned
Research Safety	19-0699	PHS, PI134C1	Lab Registration - Renewal	In Pre-Review	Your Action is Required	28-Apr-2020 11:00:55 AM

Reply Reply All Forward Save Previous Next Close

From: Research Safety, WRG Received: 31-Dec-2019  
 To: EHS, PI1RAC1  
 CC:  
 Subject: ACTION REQUIRED: EHS Research Safety Checklist 19-0778 requires Principal Investigator review and approval

The following EHS Research Safety Checklist in the Weill Research Gateway (WRG) requires your review and approval.

**Principal Investigator:** PI1RAC1 EHS  
**Record Title:** Research Safety Checklist  
**Record Number:** 19-0778

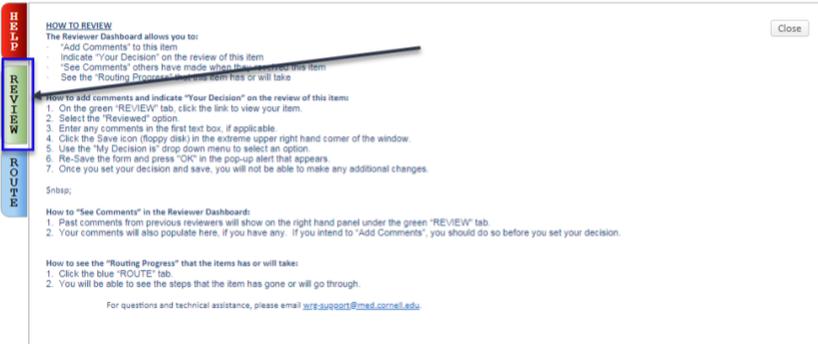
Click **Reviewer Dashboard** to review and approve your submission package.  
 Instructions for completing this process are available: [Training Documentation](#).

If you have any questions please contact the EHS at ehs@med.cornell.edu or 646-962-7233.  
 For technical assistance, contact ITS at WRG-Support@med.cornell.edu.

Attachments:  
 19-0781 For Review Safety Protocol

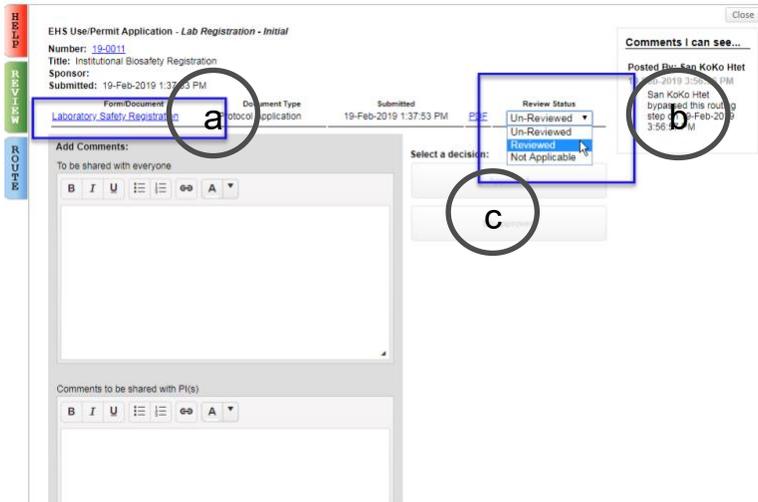


2. On the review dashboard, click on the **Review** tab.

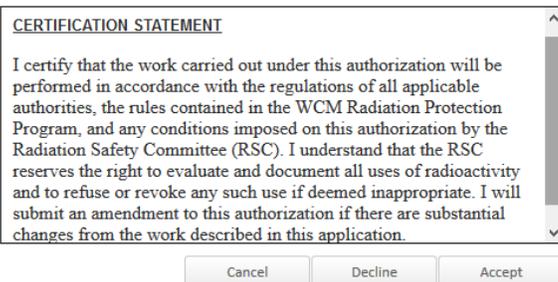


3. Verify form information:
  - a. Access the completed form and review.
  - b. Change review status to **Reviewed**.
  - c. Click **Approved**.

**Note:** if changes are needed, open the form and uncheck the **Complete** box to edit. Once done, re-check the box and follow steps b and c above.



4. Read and accept the **Certification Statement**. The submission will now be routed to the IBC.





## Linking Other Records to Your Registration

1. Locate the records you would like to link, then click on **Linkages**.

Record Number 19-0010 Institutional Biosafety Committee Registration  
 PI1RAC1 EHS - Faux Department with Division

Safety Protocol Edit Mode

Done Save Change Project Info

Submissions (2) **Linkages** Summaries Attachments (2) Communications ?

Home > Submissions > Lab Registration - Initial > Submission

Submission

Reviews

Communications

Personnel (1)

Attachments (1)

Status History (1)

### Lab Registration - Initial

DocumentForm	Add	Type	Status	Submit
Laboratory Safety Registration		Protocol Application	Incomplete	(Mandatory Form)

2. Select **Safety Protocol** (EHS or IBC record), **Proposal** (grant), or **Human Protocol** (clinical application) to classify the record, then click **Add**.

Record Number 19-0010 Institutional Biosafety Committee Registration  
 PI1RAC1 EHS - Faux Department with Division

Safety Protocol Edit Mode

Done Save Change Project Info

Submissions (2) **Linkages** Summaries Attachments (2) Communications ?

Home > Linkages

### Linkages

2

Add

- Safety Protocol
- Proposal

3. Go to **Investigator** and click on **Set**. A new window will appear.

Add Safety Protocol Close

Select by Number  Go

Apply Filters Go Clear All

Browse By

Sponsor/Scheme <input type="text"/> <span>Set</span>	Sponsor Type <input type="text"/> <span>Set</span>
Primary Center/Program <input type="text"/> <span>Set</span>	Center/Program <input type="text"/> <span>Set</span>
Principal Investigator <input type="text"/> <span>Set</span>	<b>Investigator</b> <input type="text"/> <span>Set</span>
Primary Assoc. Dept. <input type="text"/> <span>Set</span>	PI Department <input type="text"/> <span>Set</span>
Primary Location <input type="text"/> <span>Set</span>	Locations <input type="text"/> <span>Set</span>
Review Board No Review Boards Found	Review Category <input type="text"/> <span>Set</span>



4. Search for PI name:
  - a. Select first letter of PI's last name
  - b. Type in investigator name in last name, first name format.
  - c. Once the name populates in dropdown field, press **Save**.

**Investigator**

---

a. A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

b. **Search for a particular entry**

**Filter by Position**

5. Once the investigator's name populates the box, click **Go**.

**Apply Filters**

---

**Browse By**

Sponsor/Scheme	<input type="text"/>	<a href="#">Set</a>	Sponsor Type	<input type="text"/>	<a href="#">Set</a>
Primary Center/Program	<input type="text"/>	<a href="#">Set</a>	Center/Program	<input type="text"/>	<a href="#">Set</a>
Principal Investigator	<input type="text"/>	<a href="#">Set</a>	Investigator	<input type="text" value="EHS, PI1RAC1 (Faux Depart"/>	<a href="#">Set</a>
Primary Assoc. Dept.	<input type="text"/>	<a href="#">Set</a>	PI Department	<input type="text"/>	<a href="#">Set</a>
Primary Location	<input type="text"/>	<a href="#">Set</a>	Locations	<input type="text"/>	<a href="#">Set</a>
Review Board	No Review Boards Found		Review Category	<input type="text" value="- Select -"/>	<input type="button" value="v"/>

6. All the records owned by investigator within WRG-RS will be shown here. Select the record you want to link by checking the box. Press **Select**.

3 Records Found. Displaying pages 1 through 1 of 1

1

Number	Title	Sponsor/Scheme	PI	<input type="checkbox"/>
19-0003	Radiation Safety Committee Non-Human Use Application	EHS, PI1RAC1	EHS, PI1RAC1	<input type="checkbox"/>
19-0004	Radiation Safety Committee Non-Human Use Application	EHS, PI1RAC1	EHS, PI1RAC1	<input type="checkbox"/>
19-0010	Institutional Biosafety Committee Registration	EHS, PI1RAC1	EHS, PI1RAC1	<input type="checkbox"/>



7. You will return to the original window specifying the number of records you have linked to the original record, shown as **Attachments** in parenthesis.

Record Number 19-0010 Institutional Biosafety Committee Registration  
 P11RAC1 EHS - Faux Department with Division

Done Save Safety Protocol Edit Mode Change Project Info

Submissions (2) Linkages (1) **Attachments (2)** Communications ?

Home

Linkages  Add

Item	Number	Title	PI	Sponsor	Status
Safety Protocol	19-0003	Radiation Safety Committee Non-Human Use Application	EHS, P11RAC1		In Development <a href="#">Development Record</a> Remove Development <a href="#">Management Record</a>

## Making an Amednment to an IBC Registration

**Note:** if you have any questions regarding the amendment, please contact your Safety Advisor or the IBC at 646-962-7233 or [ibc@med.cornell.edu](mailto:ibc@med.cornell.edu).

1. Click on the **Submissions** tab.

Record Number 19-0010 Institutional Biosafety Committee Registration  
 P11RAC1 EHS - Faux Department with Division

Done Save Safety Protocol Edit Mode Change Project Info

**Submissions (1)** Linkages Summaries Attachments (2) Communications ?

Home > Submissions > Lab Registration - Initial > Submission

Submission **Lab Registration - Initial**  
[Reviews](#)

2. Select **Lab Registration – Amendment** from the dropdown menu, then click **Add**.

Submissions (1) Linkages Summaries Attachments (2) Communications ?

Home > Submissions

Submissions  Add

Type	Submission Number	Investigator Submitted On Date	Determination	Determination Date	Determination Date From	Determination Date To	
Lab Registration - Initial	20-0001-01	03-Jan-2020	In Pre Review	N/A	N/A	N/A	Delete



### IBC Registration Renewals

Renewals will be initiated by EHS within WRG-RS. PIs will receive a notice from the system about IBC registration expiration 60 days and 30 days prior to the deadline. Submissions are due 10 days before the third Wednesday of each month.

**Note:** if you have any questions, please contact your Safety Advisor.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3	4
IBC meeting deadline	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

IBC meeting

### User Tips

- Using the done and close buttons on each window to ensure proper record closure. If you X out the window, you will still be logged into the record.



- Two users cannot access the same record and edit at the same time. The first user will be in **Edit mode** and the second user will be in **View mode**. The mode you are currently in is displayed within the record.

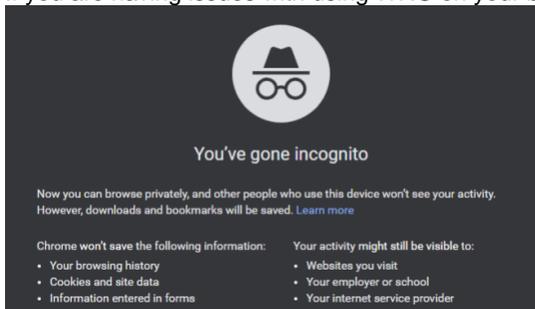
Record Number 19-0010

**Institutional Biosafety Committee Registration**  
PI1RAC1 EHS - Faux Department with Division

Safety Protocol Edit Mode

Done Save Change Project Info

- If you are having issues with using WRG on your browser, try accessing the site in incognito mode.



### Contact Us

You can contact us during normal business hours 9AM to 5PM, Monday through Friday.

EHS 646-962-7233 [ehs@med.cornell.edu](mailto:ehs@med.cornell.edu)  
 IBC 646-962-7233 [ibc@med.cornell.edu](mailto:ibc@med.cornell.edu)